

Oxnard College Academic Senate
MINUTES

Date: September 10, 2012

Members present and absent:

| Academic Senate Executive Board | |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Linda Kamaila, President | Present |
| Robert Cabral, Vice President | Present |
| Diane Eberhardy, Treasurer | Present |
| Amy Edwards, Secretary | Present |
| Department | Senators |
| Addictive Disorders Studies | 1. Vacant |
| Business/CIS/Legal Assisting | 1. Diane Eberhardy, Present |
| Child Development | 1. Kim Karkos, Absent |
| Counseling | 1. Ralph Smith, Present |
| Dental Programs | 1. Vacant |
| Fine Arts and Performing Arts | 1. Vacant |
| Fire Programs/T.V. | 1. Vacant |
| Letters | 1. Teresa Bonham, Present 2. Vacant ----- 1 PT Vacant 2. PT Vacant |
| Library | 1. Tom Stough, Present |
| Math | 1. Cat Yang, Present 2. Vacant ----- 1 (PT) Vacant |
| Part-Time Faculty Rep. at-Large | 1. Vacant |
| Physical Education/Health | 1. L. Ron McClurkin, Present |
| Natural Sciences | 1. Shannon Newby, Cat Yang, Proxy, Present 2. James Harber, Present ----- 1 PT Vacant 2. PT Vacant |
| Student Support Services (EAC, Health Center) | 1. Della Newlow, Present |

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| Student Support Services (EOPS) | 1. Gloria Lopez, Present |
| Social Sciences | 1. Marie Butler, Present 2. Gloria Guevara, Present ----- 1. PT Vacant |
| Technology/CRM | 1. Vacant |
| AFT Vice-President | 1. Jenny Redding, Present |
| | |

Non-Voting Faculty:

Jonas Crawford, Jon Larson, Chris Mainzer, Everardo Rivera, Ishita Edwards, Ross Gramery, Chris Horrock, Carolyn Dorrance

Guests: Erika Endrijonas

Called to Order by President L. Kamaila at 2:40pm

Public Comment: NONE

Changes to the Agenda:

- One Change made to Ongoing Business. #2 switched to #1.

Reports

- **Dr. Richard Durán**

1. Accreditation:

Our report is due October 15th. DCAP has been working on this and he sent out the draft for feedback via email last week. He received only one comment. It goes to the Board September 11th for 1st reading. Dr. Moore called the Commission to get updated since she is so new. She sent out an email to add and clarify some things for the report. We now need to include a table in addition to the narrative. Also, we need a citation of standards and we must be clear on how our comments fit into the recommendations. Essentially we are adding our own self evaluation. There is a special DCAP meeting Wednesday, September 12th to address these issues. Finally, he reminds the Senate that we will have a visit by three members of the team. We are being monitored carefully.

2. Enrollment: We met our target which was 2100 FTES.

3. Committee Business: All PG committees have met and are moving forward. We are still working on the PG handbook and the goal to have this handbook done soon although we will review this document every year since it's such a primary document. Program Discontinuance from PBC needs to be done by end of September. There will be a budget forum in October, All budget requests and changes should be complete by the end of this semester. Tenure committees are still moving forward although Dean Marji Price has resigned. We will have an Interim Dean for this semester and he hopes to hire new a new Dean to start for Spring 2013. The current EVP will serve as the manager on the tenure committees for this semester.

4. Oxnard Middle College: They have officially moved into our Star Center. Here we host 9th, 10th, and 11th grades in independent studies to get a jump start on their college careers.

5. Childcare Center: It must become a self sustaining operation because they are not getting funding from the college anymore. They have this year to prove themselves and to make their own money. If they don't make it on their own this year, it will be shut down.

6. 9-11 ceremony in front of flag pole on Tuesday, September 11, 2012.

7. Thank you to the financial aid office for their handwork. He credits them for helping us keep the college numbers up. He also thanks the OC foundation and asked the senate to support the annual Tardeada on September 30th. Email Connie Owens for more info. Its dinner and a show for only \$20.00! If you can't go, buy a ticket for a student.

- **Jonas Crawford, Athletics**

Jonas gave the Senate an update on all of our teams here at OC. A few of the coaches were with him at the meeting when we spoke on the budget issue as it relates to athletics. He reminds us that nothing brings people together like Athletics. Just look at the Faculty and Staff softball game during FLEX week. He is very worried and needs the Senate to support his effort to build moral for athletics. He needs the faculty to be his advocates. He is asking faculty to come to games and help raise funds for the program. He needs administration to recognize how important athletics are and disagrees with the PEPR scores he received. He feels the data is being ignored. The stereotype of the dumb jock needs to be stopped because his students are very successful in classes and on the field. Education is also about community. Overall, Jonas pleads with the faculty for support. He then took questions from the audience and showed his website that is updated approximately every 48 hours.

- **AS President's Report:**

1. President Kamaila continued to discuss the athletics program and reminded the Senate that there are mandated programs and Athletics is not one of them, but Jonas has been doing Program Review and following all procedures if it were in fact a "real" program. Thus, Jonas is creating a Kinesiology program since Kinesiology and PE are mandated programs. If we want athletics to continue, we have to send a strong message and take a stand.

2. PBC: We can make strong recommendations here in this committee, but they are only recommendations. They could make cuts without any reason or knowledge from us. Senators visited the topic of the college vision. Senators say that if we keep disconnecting all of these parts, what are we left with? Discussion continued. L. Kamailia also mentioned that we have two rubrics in hand and cost per FTES data to consider on Wednesday.

3. PEPC: L. Kamailia mentioned that PEPC is going to have to look hard at how it defines a program, in order to give all our programs the best chance of remaining in the budget over the next couple of years. She also mentioned that it may be possible to forego doing PEPR's for all programs this year, but that a subset of programs will certainly be asked to do them.

Library: No Report

Other? NONE

Ongoing Business

1. Second reading of the Accreditation Documents (sent last meeting; action needed)
 - L. Kamaila reviewed her response of the Accreditation Documents. Senators reviewed each paragraph point by point. See Document #1 at the end of these minutes to read the text.
2. Committee Representation:
 - We still need a Senate Rep for CUDS and two Senate reps for DCAA (which will likely meet on a Thursday afternoon). Two new PBC members (Robert Cabral and Jenny Redding) were approved by a motion: 1st Gloria Guevara 2nd Diane Eberhardy: Motion carried. Also, Chris Horrock stepped down as AFT steward. Jenny Redding is back in that AFT seat and Michael Abram (Life Science) took the last PBC seat.
3. Second reading of revisions to Student Success and LOT (action needed) **TABLED**
4. DCAS: Second reading AP-BP's 6200 & 6250.
 - Senators reviewed these documents and provided President Kamaila with feedback. One main clarification made was that a BP = the law and an AP = how to do it. Senators were concerned that the BPs and APs were not aligned when they should be. L. Kamaila will bring these comments back to be DCAS.
5. Senate Resolution regarding DTRWI and DCAA ratios; update and discussion (potential action item)(see minutes of August 27 meeting, appendix for details) **TABLED**
6. Senate direction to PBC; discussion (potential action) **TABLED**

New Business: TABLED

Treasurer's Report: \$1,719.62

Approval of Minutes:

Motion to approve August 27, 2012 minutes:

1ST Robert Cabral; 2nd Gloria Lopez Motion Carried

For the good of the order:

- L. Kamaila reviewed her website/blog which is www.4000rose.com which is a very approachable website and also a good house for all of the Senate materials.

Adjournment @ 4:32

Date Announcements as listed on the agenda

September 11, Board Meeting, District Center, 5:30 pm.

September 12, 2 pm, special meeting of PBC

September 15 – deadline for input of LOT data for Fall 2011

September 21 – Faculty Symposium (with lunch) 12:30 at the Courtyar by Marriot in Oxnard

October 17 – deadline for new courses to Curriculum Committee (must be in Curricunet)

Other

Document #1: Written and Provided by L. Kamaila

From the Oxnard College Academic Senate point of view, these are the responses to the recommendations of the Accrediting Commission:

Impact of Recommendation 1: Functional mapping

Bringing the issue to the forefront of the District's agenda was a good thing. The District's main response was to write a version of what we have on campus, a Participatory Governance Handbook. This was written in some haste, which impacted our campus. While drafts were widely distributed, the Academic Senate as a representative body did not have time to bring a motion to concur or demur on any part of the document. The good news is that a draft is in place and is set to be rewritten, according to the draft, in April and May of 2013. That gives us time to respond to the draft, which contains the functional mapping. It is a great improvement over having no such draft. It isn't perfect, there are faculty questions about several aspects, we hope for continuous quality improvement. A great strength of the existing draft is that it makes it clear to see which District committees are in relationship to our local committees.

Impact of Recommendation 2: Review of District Policies that Impact Campuses and Timeline for Review of Same

The District took on the task of reviewing all of its policies in a systematic way. It did not ask for input from Oxnard College about which policies in particular might be impeding the effective operations of the Departments of the Colleges, but appears instead to have decided to review all of its policies. The result has been that large numbers of policies and procedures have been reviewed, sometimes changed, and then sent before the Academic Senate. For example, on our agenda of September 10, there are some 157 pages of procedures coming for first reading. The task of attempting to figure out which ones might be problematic or in need of change from a college point of view is quite difficult. It would have been good to have a wider dialogue about which policies each campus found to be problematic or an impediment. This particular standard is one where constituents of the OC Academic Senate and its shared governance committees find that there has been little improvement. One large improvement is that Business Tools was set up, wherein many of the most commonly used procedures are explained and forms made available widely. So in short, there has been some improvement, but see the other standards regarding communication.

Impact of Recommendation 3: Strategic Planning Review

Timelines have been developed and good progress is being made. Well-defined outcome measures remain problematic. This is not the result of any problem in District planning, as far as the Oxnard College Academic Senate is concerned, but of a very real historic situation in which State budget reality has taken a role in strategic planning that was not foreseen. Progress has been made at the District and the campus levels to begin the process of establishing well-defined outcome measures, such as student accessibility and student success outcomes, but these changes have an impact on many planning documents, including mission and vision statements at the Colleges, and the Educational Master Plan. Every part of our district has received ongoing training and involves itself in ongoing study to meet this standard.

Impact of Recommendation 4: Formal review of communication and feedback/input

Some progress has been made in this area. The Participatory Governance Handbook, while still a work in progress, has made it easier to understand where communication should take place within the formal structures of the District. The Oxnard Academic Senate still has issues with important matters being reviewed in time frames that are considered entirely too rapid by our faculty. We take seriously the role of Participatory Governance Committees on campus, and expect that at least two to three meetings take place before meaningful input/feedback can make its way back to Senate, which is the formal procedure for response. Then, the Academic Senate President must carry this input/feedback to the proper District Committee. While the Participatory Governance Handbook is a great help, it does not help that committees that are designated to meet monthly (such as DCAA) and which would aid in giving feedback about the handbook itself have not yet been scheduled to meet as of September 10, 2012. This problem has been mitigated by the Chancellor's recognition of it and her willingness to listen to feedback. One serious and outstanding problem is the manner in which campus feedback/input is sought. Different policies require very different groups to be involved in feedback/input if feedback is to be meaningful. Key campus employees, including managers and such persons as the Registrar, do not have the ability to use email groups to disseminate information. Further, not even the Academic Senate has the ability to carry on an email conversation about district policies in any meaningful sense. The President can send out a communication, but no one can use "reply all" to let others know what they are thinking or to provide additional information or background. They must certainly show up in person at Senate or let a representative know what they are thinking. Digital dialogue is part of real world communication at every other level at our campus, but is barred by an older (and unwritten) District policy regarding the use of email communication. If faculty (and others, including students) were able to have digital dialogue before meetings, meetings would go much faster and timelines would not need to be so long. Another major problem on this standard is that decisions continue to be made with formal processes of approval or disapproval at the level of the Oxnard College Academic Senate, and wish to point out that timelines for decision making should be publicly posted, along with the relevant documents. The timelines themselves, then, need to receive feedback as some decisions take more time to review than others, it's not a one size fits all situation.

Impact of Recommendation 5: Board Self-Assessment

Great progress has been made on this standard. The Board of Trustees has been engaging in self-assessment on a regular basis and has provided itself with several key manners in which to improve and evaluate its own actions. Communication between the Board of Trustees and the Academic Senates is improving. We believe this standard has been met.

Impact of Recommendation 6: Consistent Decision Making by Staff

Obviously, the policies need to be clear, and need to be clearly communicated (see response to Standard 1). As to the issue of consistency among campuses, this is an old issue at our District, but the situation has improved steadily and was improving before the Commission brought its concern. It is difficult for one Academic Senate to assess this standard, but it appears to us that policies are intended to and do equally apply to all three campuses. Middle management

needs more training on policies, especially as so many of them have been reviewed and/or changed recently. It would be helpful if the District and its committees could assist in identifying the areas where such training would be most useful. It would also be useful in certain areas if the District's committees (specifically DCAA) would collect data on whether key policies are administered in a similar fashion across campuses. But these are on-going issues in the management of all colleges, and VCCCD does not, in the view of the Oxnard College Academic Senate, have a significant problem in this area.

Summary:

Recommendation 1: Accomplished, needs to undergo continuous quality improvement as

Recommendation 2: Significant improvement still to be made.

Recommendation 3: Underway and making good progress.

Recommendation 4: Some progress, still needs a great deal of work.

Recommendation 5: Accomplished.

Recommendation 6: Underway, needs planning and data for continuous improvement